

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

HR Handbook Update No. 2004 - 0003

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

***Subject: Policy Standards for Details, Restricted and Job Appointments
 Revised***

Issue Date: February 6, 2004

This is an electronic notification of an update to the HR Handbook, which can be found on the DSCS website under HR Reference/HR Handbook/Policy Standards for Details, Restricted and Job Appointments. This section has been updated, as discussed with the Civil Service Commission at its business meeting on February 4, 2004.

The Staffing Division has implemented programs that allow agencies several ways to recruit for and fill positions. The Policy Standards have been updated to reflect these additional methods by allowing temporary assignments or appointments, while recruiting and interviewing candidates.

Second, the standards have been revised to allow for trial periods to determine whether or not an employee is suited to a particular position, prior to promotions and other position changes. Third, the standards now allow temporary appointments for time to complete special projects.

The revisions also include a statement that a detail is not intended to be used for the sole purpose of “getting an employee qualified”.

Finally, the standards were revised to warn agencies regarding former employees who may be placed on restricted or job appointments. In such situations, if there is a series of actions which could lead to the reasonable conclusion that the employee’s separation and subsequent temporary appointment were effected primarily for the purpose of retaining the employee in the same or equivalent position while giving the employee the benefit of the annual leave payment allowed under Civil Service Rule 11.10, then DSCS will view that appointment as a serious violation of Rule 8.14(e), which may result in removal of delegated authority to use job appointments without prior approval of the Director. It is therefore of critical importance that the agency maintain proper documentation of the true temporary need for the appointment as well as the reason why the former employee was the best choice for appointment.

Please note that we are not issuing hardcopy versions of the HR Handbook updates.

If you have questions regarding this information, please contact the Program Assistance Division, telephone (225) 342-8274.

Sincerely,

s/Allen H. Reynolds
Director